

Meeting Report
Landscape GIS Framework Meeting
Southern Sierra Geographic Information Cooperative (SSGIC)

December 9, 1999

Location: Porterville, Sequoia National Forest Supervisor Office

Participants:

Pat Lineback, GIS Coordinator, Sequoia and Kings Canyon National Parks
Tony Caprio, Fire Ecologist, Sequoia and Kings Canyon National Parks
Karen Folger, GIS Technician, Sequoia and Kings Canyon National Parks
Jeff Manley, Resource Mgmt Specialist, Sequoia and Kings Canyon National Parks
Chris Riper, Computer Specialist/GIS, Sequoia National Forest
Dorothy Albright, GIS Fire Coordinator, USFS R-5
Bill Kaage, Fire Management Officer, Sequoia and Kings Canyon National Parks
David Drum, Pre-Fire Engineer, CDF Tulare Ranger Unit
Bill Trowbridge, CDF Tulare Ranger Unit
Heidi Hosler, GIS Specialist, Sequoia National Forest
Lew Jump, GIS Coordinator, Sequoia National Forest
Aaron Gelobter, FMO, Sequoia National Forest

It was noted that there were no representatives from BLM Bakersfield District or Kern County Fire. Aaron and Pat will attempt to make a site visit in Bakersfield to explain this initiative and get their help and participation on the Steering Committee (tentative 1/7/2000).

Meeting Report

Pat Lineback gave a one hour presentation summary of the funded proposal.

Any concerns and further expectations were solicited. Bill Trowbridge was concerned about CDF and their software and data being inconsistent with the other agencies, until advised that all the major participating agencies were using the same software. Data is a more complex issue because CDF uses data with a different projection than the federal land agencies. However, all the key data will be in the same projection, so it may be less of an issue; additionally, projecting data is becoming less of an issue with software advances, particularly with ArcView.

Jeff Manley asked whether this project was presented to the Sierra Federal Managers group. It has not and all agreed that it was important to do a presentation for that group. The Sierra Federal Managers group goes as far north as Stanislaus National Forest. Pat Lineback will see if he can get us scheduled to make a presentation to the federal managers group.

There was no general disagreement on the project and its overall purpose.

The issue was raised of the steering committee, its participants and their role and function. The principal investigators role and function were also discussed. The discussion/agreement are summarized in the table below. There will probably be overlap of participants between the Principal Investigators and Steering Committee. Each agency must still decide who will be on the steering committee and represent their agency. Each agency will have a GIS Specialist and a Fire Management Person on the committee as well as representatives from CDF – Sacramento (Robin Marose) and USFS – R5 Sacramento (Dorothy Albright).

By 1/10, all agency representatives should let Pat know who their agency steering committee representatives will be (Pat's number: 559-565-3725) for their own agency.

Summary Role and Functions - SSGIC

Group	Who	Who – Specifics	Function
Principal Investigators (PI)	USFS, NPS, CDF	Local's mostly with Regional or State Representation from CDF (1) and USFS (1)	<ul style="list-style-type: none"> ✓ Write Proposal ✓ Manage \$\$ ✓ Provide Oversight ✓ Facilitate workshop at end of two years
Steering Committee	USFS, NPS, CDF BLM, Kern County	Each of the five major agencies will have a Fire Management person and a GIS Representative. Also, propose having a State GIS Representative from CDF and Regional GIS representative from USFS	<ul style="list-style-type: none"> ✓ Reports to P.I. ✓ Develop & define tasks ✓ Assign tasks to task groups/subject matter experts ✓ "Steers" Project ✓ Make Expenditure Recommendations to PI

Memorandum of Understanding

The Memorandum of Understanding (MOU) was discussed. After much conversation, we were unable to decide whether the MOU was the appropriate mechanism to coordinate activities between agencies or whether a cooperative agreement was more appropriate. The fund exchange would mostly be ONE-WAY with NPS providing funds to other agencies, who in turn, would complete certain activities to support the project. There is some questions about where we would derive our authority to disburse funds to State (CDF) or local (County) agencies. The funds are resident in an NPS account, so Pat will talk to the Sequoia and Kings Canyon National Parks (SEKI) contracting officer to decide the best way to move funds to other agencies. It may not be desirable to write a task order everytime we need to move funds to another agency. (followup: Contracting Officer Bauer has referred matter to SEKI budget officer who is on leave until 1/3/2000).

There was still some questions regarding who the appropriate signatories to the MOU or final agreement. CDF indicated some concern with Robin Marose signing an MOU that might be obligating work for the Tulare Ranger Unit.

Some specific recommendations for the MOU or final agreement instrument are as follows:

- 1) Generate an 8.5 X 11 map showing the project area as an attachment; under item G., refer to this map as exhibit 2.
- 2) Need to complete a crosscheck of the proposal to make sure all significant items in the proposal are included in the MOU (or appropriate agreement mechanism).
- 3) There was considerable discussion and concern of too much detail in the MOU. It was agreed that we needed to generalize some of the statements and remove some specific references. It was generally felt that the length of the MOU(or appropriate agreement mechanism) needed to be reduced, so that managers would be more likely to read the document.
- 4) More headers need to be inserted in the MOU (or appropriate agreement mechanism) for subsections.
- 5) Final spending authority will be retained by the Principal Investigators – should be included in the MOU (or appropriate agreement mechanism).
- 6) Aaron to complete another revision of draft.
- 7) Draft MOU (or appropriate agreement mechanism) and revision to be sent by 1/10/2000.

Project Vision/Goals

The DRAFT goals were reviewed. There was agreement that some of the goals needed to be generalized. Pat to revise goals and resend another review draft by 1/10/2000.

Next Meeting

The next meeting will be held on either 1/19/2000 or 1/21/2000 at Tulare Ranger Unit HQ in Visalia. Heidi Hosler will record meeting minutes at next meeting.

Actions and Assignments

Action Item	Who	When (Deadline)
Coordinate Next Meeting on 1/19/2000 or 1/20/2000 including sending meeting notice	Aaron Gelobter David Drum	1/10/2000
Finalize DRAFT Project Goals	Pat Lineback	1/10/2000
Finalize MOU or Agreement Instrument	Aaron Gelobter/Pat Lineback	1/10/2000
Meet with BLM Bakersfield and Kern County Fire	Aaron Gelobter/Pat Lineback	1/7/2000
Assign GIS Rep/Fire Staff to Steering Committee (let Pat know)	FMO or designee for Kern County, BLM Bakersfield, Sequoia NF, Sequoia/Kings NP's, and CDF Tulare Ranger Unit	1/10/2000
Research Alternatives for Contractor/Term Gov't Employee e.g. full-time vs part time duty station duties/tasks costs advantages/disadvantages Present results at next Meeting	Dorothy Albright/Robin Marose	1/19/2000 or 1/21/2000
Examine GIS Gov't employee alternatives -feasibility of housing employee at Sequoia NF, Porterville -feasibility of hiring as NPS employee and detailing to NF	-Aaon Gelobter -Bill Kaage	1/19/2000 or 1/21/2000
Look at alternatives for preparing a business plan for project including contracting, inhouse, elements of business plan, etc.	Dorothy Albright/ Others? Each agency will need to help define certain elements of business plan	1/19/2000 or 1/21/2000
Roles & Duties of Technician	Karen Folger/Others?	1/19/2000 or 1/21/2000
Roles & Duties of Contractor	Karen Folger/Others?	1/19/2000 or 1/21/2000
Do a presentation for Sierra Federal Managers Group	Pat Lineback/Aaron Gelobter	First half of 2000